

Juvenile Quick Reference Guide

The Juvenile quick reference guide will give information about the following screens:

~Case Screen~

This screen is used to record information about the juvenile.

~Petition Screen~

This screen is used to record information about the petition and charges.

~Party Screen~

This screen is used to record information about the parties associated with the case.

~Event Screen~

This screen is used to record information about the activities which occur in connection with this case.

~Traffic Screen~

This screen is used for traffic cases.

~Summary Screen~

This screen summarizes the case screen and events for the case.

~Document Screen~

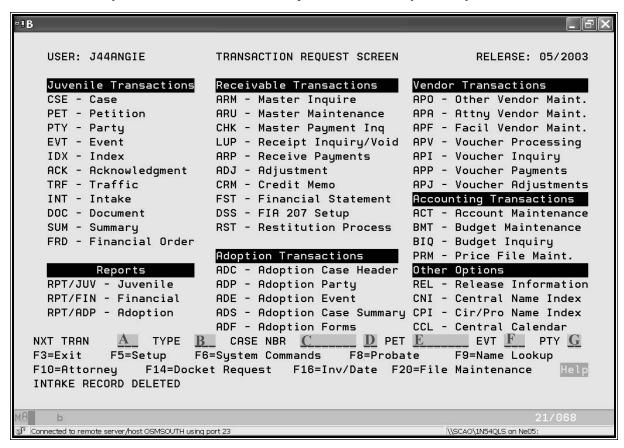
This screen is used to access orders that have been created for this case.

~Intake Screen~

This screen is used to enter intake cases.

Juvenile Transaction Request Screen

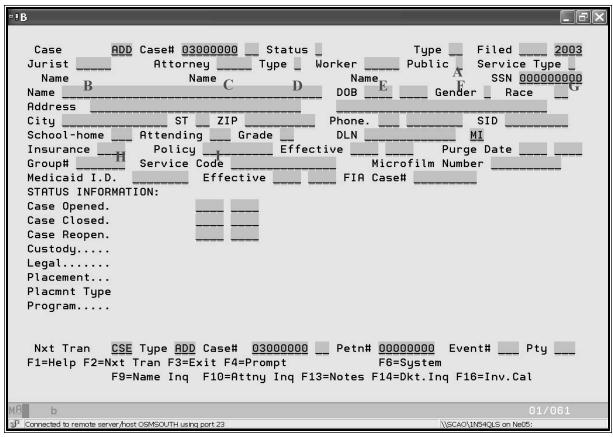
The transaction request screen is the main menu for the JIS juvenile court system. It allows you to access the screens you will use to enter data or inquire on data already in the system.



- A Next Tran The Next Tran field is used to tell the system where you want to go. All codes listed on the transaction request screen are valid codes.
- **B** Type The type field is used to tell the system what you want to do. ADD, MOD, INQ, DEL, PRT are valid options.
- C Case Number This field is used to tell the system what case number you to work with.
- **D** Suffix Nbr This field is used to tell the system what suffix number to work with.
- E Petition Nbr This field is used to tell the system what petition number to work with.
- F Event Nbr This field is used to tell the system what event number to work with.
- G Party Nbr This field is used to tell the system what party number to work with.

Juvenile Case Screen

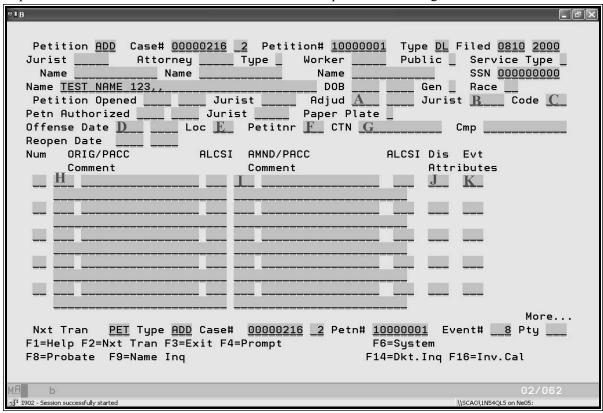
The case screen holds information about the juvenile.



- A Case Type Press <F4> for a list of valid codes or refer to Table 8.
- **B** Jurist Enter the jurist that will be handling this case. Press <F4> for a list of jurists.
- C Attorney Enter the attorney that is representing the minor. Press <F4> for a list of valid attorneys.
- D Type Enter the type of appointment. R = Retained and A = Appointed. Press <F4> for a list of valid appointment types.
- E Worker Enter the worker that is assigned to this case. Press <F4> for a list of workers.
- F Public Enter the status of this case. Press <F4> for a list of valid statuses.
- G Service Type Enter the service type for this case. Press <F4> for a list of valid types.
- **H** School-Home Enter the school the child attends while living at home. Press <F4> for a list of valid schools.
- I Attending Enter the school the child attends while living out of the home. Press <F4> for a list of valid schools.

Juvenile Petition Screen

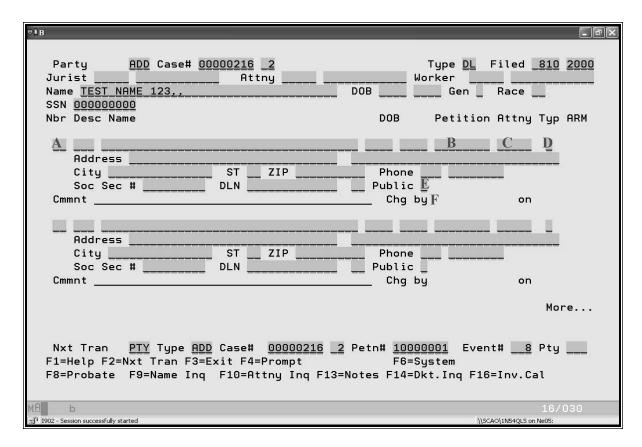
The petition screen is used to hold information about the petition and charges.



- A Adjud Date Enter the date that the adjudication took place.
- **B** Jurist Enter the jurist that adjudicated this petition. Press <F4> for a list of jurists.
- C Code Enter the code that best describes the adjudication. Press <F4> for a list
- **D** Offense Date Enter the date the offenses of this petition took place.
- E Location Enter the location that the charges took place. Press <F4> for a list of locations.
- F Petitioner Enter the petitioner that filed this petition. Press <F4> for a list of petitioners.
- G CTN Enter the CTN number for this petition.
- H Original PACC Enter the PACC code of the charges. Press <F4> for a list of PACC codes.
- I Amended PACC Enter the amended PACC code. Press <F4> for a list of PACC codes.
- J Disposition Enter the code that best describes the disposition of this charge. Press <F4> for a list of dispositions.
- **K** Event Enter the event that disposition occurred at. Press <F4> for a list of events.

Juvenile Party Screen

The party screen is used to hold information about the parties associated with this case.



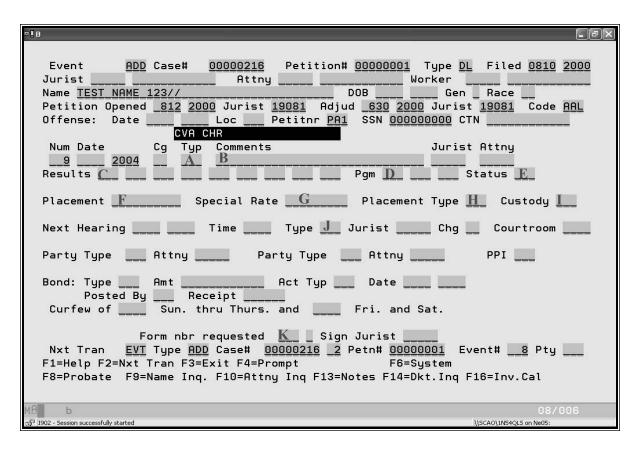
A - Description - Enter the description of the party. Press <F4> for a list of party types.

NOTE: F01, M01 and V01 can't be used more than once per case.

- **B** Petition Enter the petition number that this party is associated with.
- C Attorney Enter the attorney that represents this party. Press <F4> for a list of attorneys.
- **D** Type Enter the appointment type of the attorney. Press <F4> for a list of valid types.
- **E** Public Enter the status of this party. Press <F4> for a list of statuses.
- **F** Changed By The system will display the user id of the user that made the most recent change to this party.

Juvenile Event Screen

The event screen is used to add orders and all other information about the case.



A - Type - Enter the event type. Press <F4> for a list of event codes.

NOTE: This code may be counted on the caseload report. Be sure of your event type.

B - Comments - Enter the comments that you would like displayed on the summary for this event. The system will automatically enter the description from this code if the field is left blank.

NOTE: When creating orders, the party type needs to be entered in this field for a select few of the orders when dealing with the financial system.

- C Results Enter the results that are associated with this event. Press <F4> for a list of codes. If results are entered on an event that creates an order, the system will print the results on the order.
- D Programs Enter the programs that are associated with this event. Press <F4> for a list of codes. If programs are entered on an event that creates an order, the system will print the results on the order.

E - Status - Enter the status of the juvenile. Press <F4> for a list of codes. This field must

be kept up to date as it is tracked by the caseload report.

F - Placement - Enter the placement facility/foster home/party. Press <F4> for a list of codes.

NOTE: Only "PCN" event types will update the case screen placement information.

G - Special Rate - Enter the rate the facility/foster home charges for this juvenile. If this place-

ment should not be tracked for vouchering enter 99999.99.

H - Placement Type - Enter the placement type. Press <F4> for a list of codes.

I - Custody - Enter "ICU" if the juvenile is placed outside of the juveniles home. Enter

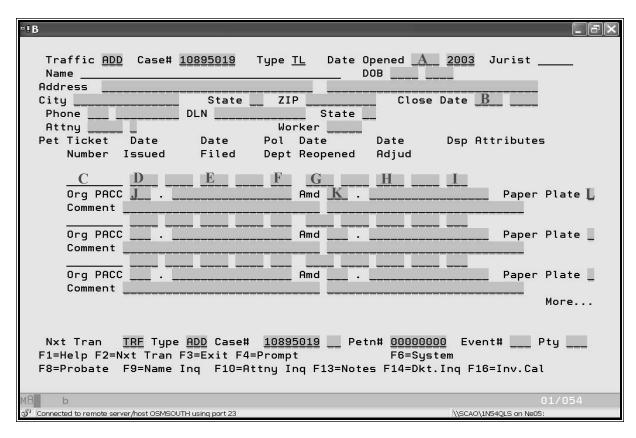
"NCU" when the juvenile is returned to the parental home.

J - Hearing Type - Enter the type of hearing that will be held. Press <F4> for a list of codes.

K - Form Nbr - Enter the form number that you wish to create. Press <F4> for a list of forms.

Juvenile Traffic Screen

The event screen is used to add orders and all other information about the case.



- A Date Opened Enter the date this case was opened.
- **B** Close Date Enter the date this case was closed.
- C Ticket Number Enter the ticket number. Ticket numbers will be used as the petition number.
- **D** Date Issued Enter the date this ticket was issued.
- **E** Date Filed Enter the date this ticket was filed with the court.
- F Police Dept. Enter the police department that filed the ticket. Press <F4> for for a list of codes.
- G Date Reopened Enter the date this ticket was reopened.
- H Date Adjudicated Enter the date this ticket was adjudicated.
- I Disposition Enter the code that best described the disposition of this ticket. Press <F4> for a list of valid codes.

J - Original PACC - Enter the PACC number for this charge. Press <F4> for a list of valid PACC codes.

NOTE: The traffic screen is limited to only allow "257" PACC codes and "ORD" public ordinance codes. If any other PACC code is required, this must be entered as a regular juvenile case.

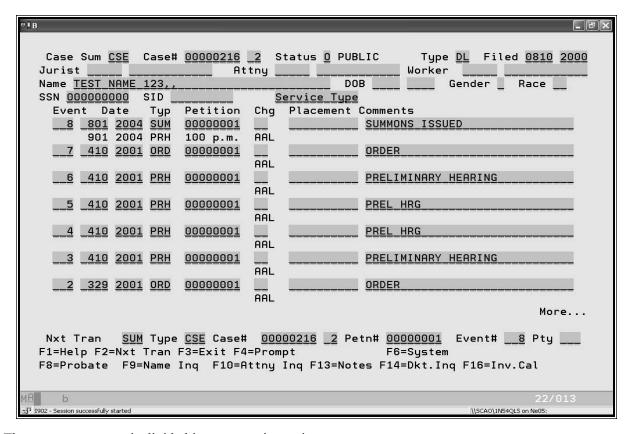
K - Amended PACC - Enter the PACC number for this charge. Press <F4> for a list of valid PACC codes.

NOTE: The traffic screen is limited to only allow "257" PACC codes and "ORD" public ordinance codes. If any other PACC code is required, this must be entered as a regular juvenile case.

Paper Plate - Enter a "Y" if this case was accompanied by a paper plate for repeat offenders.

Juvenile Summary Screen

The summary screen combines the case and event screens into one display or print out. To display this screen. From the next tran line, enter SUM/CSE along with the case number and suffix number and press <Enter>. The system will display the following screen.



The summary screen is divided into two main sections.

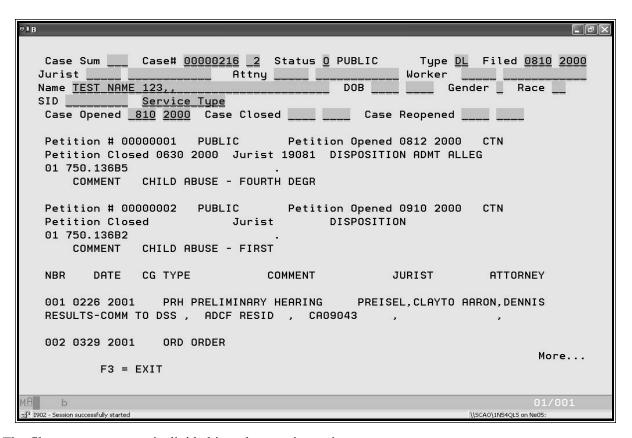
CASE - The system will display key information from the case screen on the top of the summary screen.

EVENT - All event records will be displayed in date sequence.

Use the <Page Up> and <Page Down> keys to navigate through the pages.

Juvenile File Summary Screen

The file summary screen combines the case, petition and event screens into one display or print out. To display this screen. From the <F9> name lookup screen enter an "F" next to the juveniles name and press <Enter>. The system will display the following screen.



The file summary screen is divided into three main sections.

CASE - The system will display key information from the case screen on the top of the summary screen.

PETITION - The system will display key information from each petition.

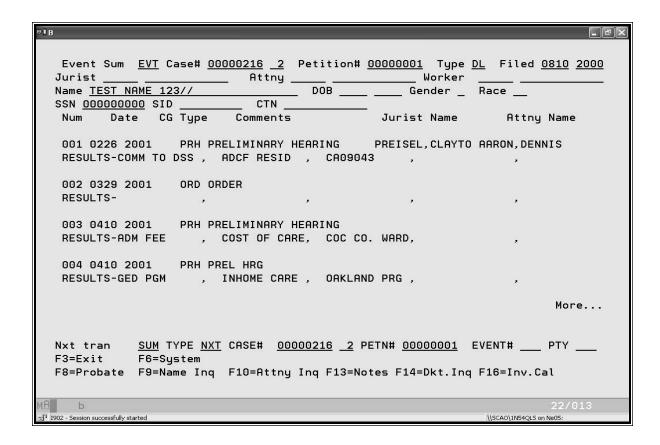
EVENT - All event records will be displayed in date sequence.

Use the <Page Up> and <Page Down> keys to navigate through the pages.

Summary of Events Screen

The event summary screen displays all events in ascending order. To display this screen. enter SUM/EVT along with the case number and suffix number and then press <Enter>.

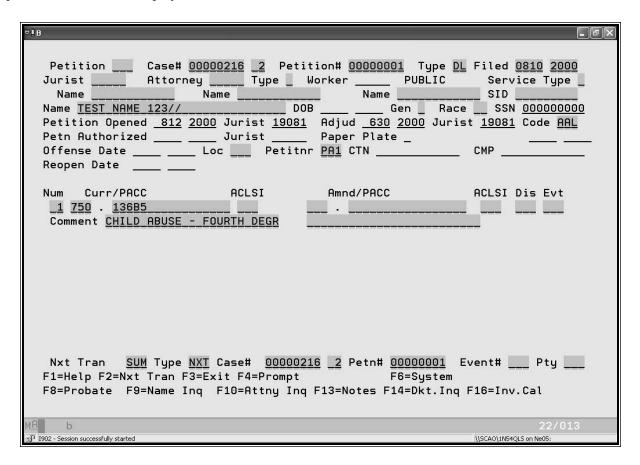
The system will display the following screen.



Summary of Petitions Screen

The summary of petitions screen displays all petitions in numerical order. To display this screen from the next tran line, enter SUM/PET along with the case number and suffix number and then press <Enter>.

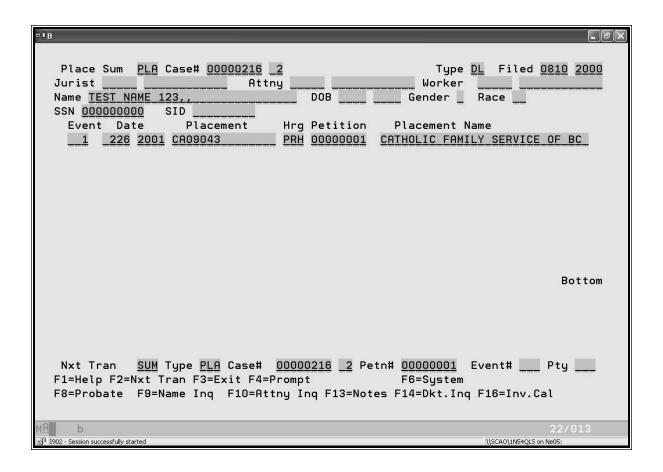
The system will display the first petition and change the next transaction line to SUM/NXT. Continue pressing <Enter> until the petition you are looking for is displayed or the message "No more petitions for case": is displayed.



Summary of Placements

The summary of placements screen displays all placements for this case. Placements will be displayed for all events that the placement field was filled out. To display this screen from the next tran line, enter SUM/PLA along with the case number and suffix number and then press <Enter>.

The following screen will be displayed.



Summary of Programs

The summary of programs screen displays all programs for this case. To display this screen from the next tran line, enter SUM/PLA along with the case number and suffix number and then press <Enter>.

The following screen will be displayed.

